

September 14, 2004

MEMORANDUM FOR RMAP Participants and Directors

From: Georgia L. Harris, Laboratory Metrology Group  
Weights and Measures Division

Subjects: 2005 Regional Measurement Assurance Programs (RMAP) Training

**2004 RMAP Training Schedule**

NIST/OWM will provide metrology training at all of the RMAP Regional metrology training sessions in 2005. Training will be coordinated by NIST/WMD and will be provided at no charge to participants.

Region	Dates	Host Locations & Contacts
CaMAP	February 7 to 11, 2005	Puerto Rico, José A. Torres-Ferrer Phone: 787.724.5153 Email: <a href="mailto:jatorres@nist.gov">jatorres@nist.gov</a>
SEMAP	March 14 to 18, 2005	North Carolina, Van Hyder Phone: 919.733.4411 Email: <a href="mailto:Van.Hyder@ncmail.net">Van.Hyder@ncmail.net</a>
WRAP	May 2 to 6, 2005	Idaho, Kevin Merritt Phone: 208.332.8690 Email: <a href="mailto:kmerritt@agri.state.id.us">kmerritt@agri.state.id.us</a>
NEMAP	September 19 to 23, 2005	Vermont, Ray Cioffi Phone: 802.241.4369 Email: <a href="mailto:raycioffi1@yahoo.com">raycioffi1@yahoo.com</a> , <a href="mailto:ray@agr.state.vt.us">ray@agr.state.vt.us</a>
SWAP	October 3 to 7, 2005	Oklahoma, Ken Fraley Phone: 405.522.5459 Email: <a href="mailto:kfraley@oda.state.ok.us">kfraley@oda.state.ok.us</a>
MidMAP	October 17 to 21, 2005	Wisconsin, Marcus Harwitz Phone: 608.267.3510 Email: <a href="mailto:marcus.harwitz@datcp.state.wi.us">marcus.harwitz@datcp.state.wi.us</a>

NOTE: There will be a separate registration fee for each local meeting. Hotel and travel details are provided by the local host, usually at least 6 to 8 weeks prior to the meeting.

The topics for 2005 training were selected based on training needs assessments and responses to the solicited feedback from metrologists. See the following pages for the agenda and descriptions of the training.

**RMAP Agenda**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Session 1	Session 4	Session 5 Session 6 Session 7	Session 10	Reserved for RMAP Business & Travel
Session 2 Session 3		Session 8 Session 9	Session 11	

*Regional Management Topics*

- 1. Round Table – Laboratory & Program Updates**
  - a. Used for system needs analysis and discussion of problems of common interest
- 2. Round Robin & Proficiency Testing Reports, Analysis & Planning**
  - a. As required for demonstrating competence for laboratory recognition.
  - b. WMD Feedback on proficiency testing
- 3. RMAP Business Meeting & Guest Speakers**

*Laboratory Management Topics*

- 4. Technical Management of a Calibration Laboratory (HB 143, 1993 Update, NCSLI Cal Lab Mgr's HB)**
  - a. HR Issues: job descriptions; interviews; hiring; performance plans; salaries; training & development; on-the-job training, succession planning
  - b. Internal Auditing (Incl: Technical Audits)
  - c. Decision Making Process (scope, gap analysis and justification)
  - d. Management Review
  - e. Establishing a Realistic Laboratory Budget
  - f. Managing & Tracking Workloads
- 5. Verification & Validation of Laboratory Developed Methods (HB 143, Section 5.4, 5.4.3)**
- 6. Software Verification & Validation (HB 143, Section 5.4.7.2, 5.5.11)**
- 7. Supplier Evaluations (HB 143, Section 4.6.4, 5.6.2.1.1)**

*Technical Metrology Topics*

- 8. Uncertainty Analysis – Review of Analysis Steps; Examples. Handling Bias (SOP 29)**
- 9. Adjusting Calibration Intervals – Technical Concepts & Tools (NCSLI RP 1)**
- 10. Laboratory Design & Impact of Environment on Accurate Measurements (HB 143, NCSLI RP #7, #14)**
- 11. Advanced Statistical Review & Analysis (Weighing Designs & Mass Code) –Uncertainty Analysis & Measurement Assurance (SOP 28 & Advanced LAP Problems)**